

.

Class Specifications
for the Class:

HARBOR OPERATIONS SUPERVISOR

Duties Summary:

Assists and relieves in the supervision of the operations and maintenance of the State's principal commercial harbor; serves as relief for neighbor island harbors district managers; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is one of several similar positions assigned to assist and relieve the Harbor Master in charge of the commercial harbor and facilities of the principal harbor district of the State. A position in this class participates in overall work planning, oversees and directs assigned operations, performs pertinent liaison with tenants and user agencies or firms, inspects facilities for damage and maintenance needs, and prepares operational reports. Work is performed concurrent with that of the Harbor Master and to provide weekend and stand-by services. The foregoing is typically subject to general supervision.

In addition, a position in this class is assigned to serve as relief for harbors district managers on the neighbor islands.

Examples of Duties:

As assigned, makes assignment of dock and wharf space, computes charges, and oversees the movement of harbor traffic; assists in the scheduling and arranging for the training and utilization of harbor pilots; enforces Federal and State laws, rules and regulations including those pertaining to explosive and other dangerous cargo, and as delegated, approves movement of dangerous cargo and work on vessels deemed hazardous; screens storage requests; as assigned, oversees the operation and routine maintenance of the bascule bridge, and the State petroleum and water lines serving piers and ships; assures maintenance and upkeep of communication equipment; oversees grounds keeping and janitorial efforts including scheduling; recommends revisions in district policies, operations and activities; participates in the review of rules and regulations governing use of State harbors

facilities and areas; and makes recommendations; as assigned, inspects vessels to insure seaworthiness before permitting movement in the harbor; inspects facilities and arranges for repair and maintenance; carries out liaison with shipping agents, trucking concerns, the foreign trade zone, Navy, Coast Guard, customs, etc., to facilitate harbors operations and activities; observes and, as assigned, directs the expeditious movement of passengers, movement and storage of cargo, and efficient and effective use of facilities; assists in civil defense planning and training; assists in directing public parking activities; participates in the development and preparation of the operating budget for the commercial harbors section; as assigned, reviews and recommends to superiors the leasing of harbor properties; checks compliance with terms of leases and revocable permits; follows-up on delinquent accounts; prepares and reviews reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: General knowledge of commercial harbors, organization and operations, including pertinent Federal and State laws, general knowledge of facilities maintenance and repair; public relations; principles and practices of supervision.

Ability to: Meet and deal effectively with public officials, representatives of business firms, harbor personnel, and the general public; prepare operational reports; understand and apply pertinent laws, rules and regulations; give and receive oral and written instructions; learn principles and practices of business management.

- - - - -

This is the first specification for the new class HARBOR OPERATIONS SUPERVISOR.

DATE APPROVED: 4/14/71 /s/ David K. Luke Jr.
for JAMES H. TAKUSHI
Director of Personnel Services